

CAPITAL COMMUNITY COLLEGE
CC Educational Assistant
Veteran Services Coordinator
(Trade Adjustment Assistance Community College & Career Training Grant*)
Part-Time, 12 Month, (17 hours per week)
Renewable for the Duration of the Grant

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public

Location: 950 Main Street

Hours: 17 hours per week

Salary: \$26.19 per hour

Closing Date: Letter of application must be postmarked no later than November 7, 2013

General Knowledge, Skills and Ability:

The incumbent should have substantial knowledge and abilities working with veterans in the areas of academic advising, orientation, and counseling; understand and administer benefits provided to veterans; effective oral and written communications. A bachelor's degree in an appropriately relevant field together with two to five years of experience in a veterans services and/or a field related to academic advising, student orientation and counseling or a combination of experience and training which would lead to the competencies required for effective performance of the position's essential duties. A master's degree is preferred.

General Experience:

The Veteran Services Coordinator will work under the direction of the Dean of Students and Grant Coordinator. The position will coordinate intake advising and orientation of new veterans; manage benefit certification; maintain veteran's records; provide academic program selection and semester advising; assess, develop and deliver workshops appropriate for veterans; serve as liaison to academic affairs to ensure appropriate academic support services; Organize wrap-around services with Veteran's Administration and community based-organizations to provide holistic support services to veterans; supervise student workers in the Veterans Center; maintain veterans' records for the college; assess effectiveness of services; compile semester and year-end evaluation and report.

Substitution Allowed:

Applicants who do not meet the minimum qualifications are encouraged to put in writing exactly how their experience has prepared them for the responsibilities of this position and by providing appropriate references. Exceptions to the degree requirements may be made for compelling reasons.

Application Instructions:

Send letter of intent, BOR Employment Application (found on the following website: <http://www.ct.edu/hr/employment>), resume, transcripts (copies are acceptable at the time of application) and the names of three references to:

Ms. Josephine Agnello-Veley
Assistant Director of Human Resources
Capital Community College
950 Main Street
Hartford, CT 06103
CA-HRApplc@capitalcc.edu

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.

*TAACCCT Grant